Access MTCS Reports

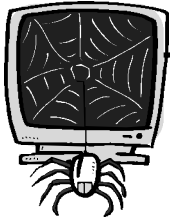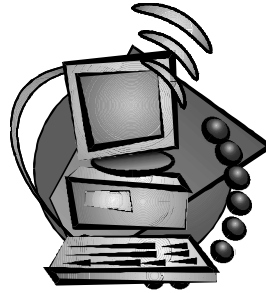# Access MTCS Reports

GOAL

You will be able to:

- Describe how to access and navigate the MTCS Website
- Understand how to access MTCS Reports via the Internet
- Build useful Ad Hoc queries and reports

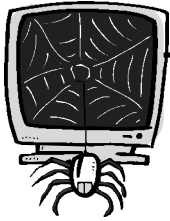# General Web Information

- Modem

- Browser

Modem

Modem is a device that enables a computer to transmit data over telephone lines.

Browser

Enables an Internet user to browse the World Wide Web as linked documents.

Note: The speed of the modem and the type of browser affect your ability to access the website and retrieve reports.

Access MTCS Website

HUD Web Homepage:

http://hudweb.hud.gov

MTCS Website:

http://www.hud.gov/pih/systems/mtcs/pihmtcs.html

Access the MTCS Website from HUD web Homepage:
1. Select **HUD Homepage**
2. Select **Business Opportunities**
3. Select **Software & Online Business Applications**
4. Select **MTCS**

We recommend that you bookmark the MTCS Website. Bookmark is a shortcut feature that allows the user to add a URL address to a saved list to access easily at a later time. This is also called a "hot list".

Create a Bookmark:
1. Select **Bookmark** from the Menu Bar
2. Select **Add Bookmark.**

Access Bookmarked website:
1. Select **Bookmark** from the Menu Bar
2. Select the website from the list provided
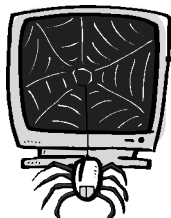
MTCS Website

- Software page - Contains links to FRS 2.0 and FRS upgrades

- Documentation page - Contains links to MTCS documentation/user guides

- Support page - Contains links to MTCS Hotline and other resources for assistance with MTCS questions
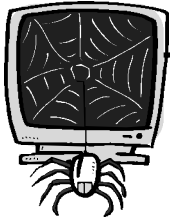
Software page

Contains links to FRS 2.0 software update and instructions about how to use FRS 2.0 to collect, store, and transmit Preservation data. This site also describes the minimum system requirements necessary to use FRS 2.0.

Documentation page

Contains links to MTCS User Guides, Technical Reference Manuals and Tutorials. All documentation is posted in PDF (Portable Document File) format. Documents are compressed into PDF format so they can be viewed or printed easily. The speed of the modem and the type of browser used will determine the length of time required to download a document.

Support page

Contain links to alternate sources of information and assistance (e.g. MTCS Forums, News Flash/Update, Documentation and Training pages). This site also contains the MTCS Hotline number. The Hotline staff can answer MTCS questions.

MTCS Website

- Forums page - Contains links to interactive arenas where users can post questions/comments

- Training page - Provides information on upcoming MTCS training activities

- News Flashes page - Contains links to the MTCS Monthly Internet newsletter

- Quick Update! page - Provides the latest news and changes that affect MTCS users

Forums page - Contain links to interactive arenas where MTCS users post questions, comments, or concerns. The forums provide a vehicle for two-way exchange of information. This site contains links to four topic related forums:

General MTCS Forum- You can post questions or comments on any aspect of MTCS.

Form HUD-50058 Technical Reference Guide Forum- You can post questions or comments about Form HUD-50058 file edits and layout.

Family Reporting Software Forum - You can post questions or comments about FRS 2.0.

Data Transmission Forum - You can post questions or comments about Form HUD-50058 data transmission to HUD using SprintMail or the Internet.

**Training page** - Provides general information about upcoming MTCS training activities.

News Flashes page - Contain links to recent and past editions of the monthly News Flash. News Flashes provide detailed information about topics and issues important to MTCS users.

Quick Update! page - Contain links to the latest news and changes that affect the MTCS user community. The MTCS team posts messages as items unfold. You should check this page frequently to ensure you are aware of the most current MTCS issues. You can also access the MTCS Forums through this page.
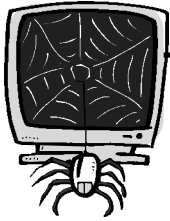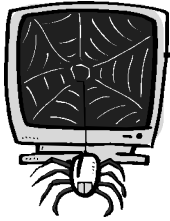
Security and Privacy

Unauthorized access, use, or disclosure of sensitive demographic information poses a security risk.
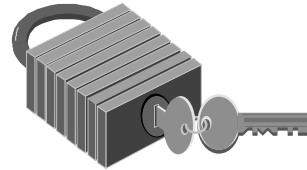
You should not:

- leave your desk when logged into the MTCS system
- leave forms or reports in plain sight
- allow others to log in under your id or password

Internet Access

HA

- Current Internet User -- Same User ID and password
- New Internet User -- Contact the MTCS Hotline

Field Office

- Current MTCS User -- Same User ID and password
- New MTCS User -- Contact your local MTCS Administrator

MTCS Login Screen

- Login

- Change Password

Login to the Browser-based Reporting Application:

   1. Select **Login** from the MTCS Login Screen

   2. Enter User ID and Password

   3. Click the **GO** button

You will now be at the MTCS Main Menu Screen

Note: The **Enter** key on your keyboard will NOT take you to the next screen. You must use the mouse to click the **GO** button.
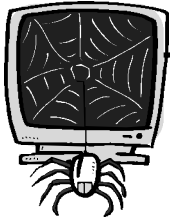
Change Password:

   1. Select **Change Password** from MTCS Login Screen

   2. Click the **GO** button

   3. Enter New Password

   4. Re-enter New Password

   5. Select **Change** (Confirmation message appears)

   6. Select **Main Menu**

You will now be at the MTCS Main Menu Screen.

Note: The first time you login in to the application, you will be prompted to change your password.

MTCS Main Menu Screen

- MTCS Reports

- Ad Hoc Selection

- Transmission Status, Error Report or Analysis Report

- Individual Access

At the Main Menu, users have the option to access:

MTCS Reports

Provide access to MTCS Summary and Detailed Reports.
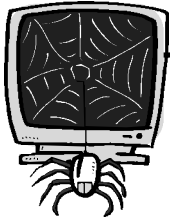
Ad Hoc Selection

Provides access to the Ad Hoc Selection application.

Transmission Status, Error Report, or Analysis Report

Provides access to the Form HUD-50058 Internet Data Transmission application to transmit Form HUD-50058 data and retrieve error notifications.

Individual Access

Provides access to an individual family's Form HUD-50058 data. Restricted to Security Level 1 only.
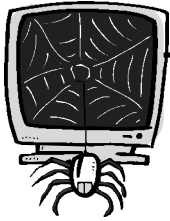
Accessing Reports

Step 1: Select MTCS Reports from Main Menu

Step 2: Select a **Program** (*mandatory*)

Program Selection

- Public Housing
- Indian Mutual Help
- Indian Rental
- S8 Certificates
- S8 Vouchers
- S8 Moderate Rehabilitation
- All Offices of PIH Programs
- Public and Indian Housing
- Indian Housing
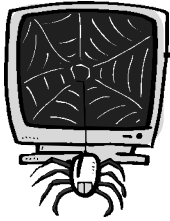- S8 Vouchers and Certificates

Accessing Reports

Step 3: Select a **Level of Information** (*mandatory*)

Level of Information

- National
- State
- Field Office
- Metropolitan Area
- County
- City or Locality
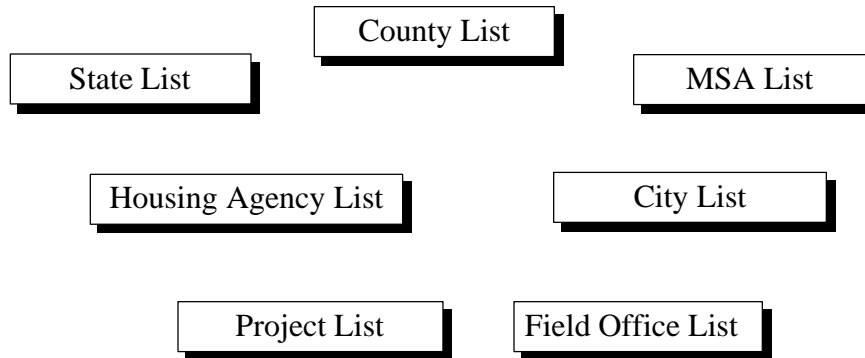- Housing Agency
- Project
- Congressional District

Note: Congressional District is a new level of information

Accessing Reports

<u>Step 5</u>: Select a **Level of information**

(depends on Program selected)

County List

State List

MSA List

Housing Agency List

City List

Project List

Field Office List

You will need to select additional levels of information to further narrow the search parameters.

County List - Contains an alphabetical list of counties.

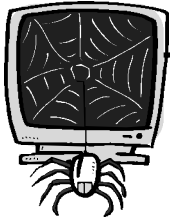**State List** - Contains an alphabetical list of states.

MSA List - Contains an alphabetical list of the Metropolitan Statistical Areas.

City List - Contains an alphabetical list of cities and towns.

Housing Agency List - Contains an alphabetical list of all Housing Agencies.

Field Office List - Contains an alphabetical list of all Field Offices.

Project List - Contains an alphabetical list of all project names.

Accessing Reports

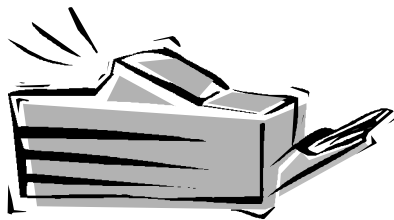<u>Final Step</u>: Choose a report from the Report
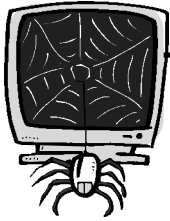Menu

Report Menu

• Summary
• Detailed
• FSS
• SEMAP

Print a Report

- Select **Print** from the Tool bar

- Select **OK**

Ad Hoc Access

Allows you to generate customized reports from a subset of Form HUD-50058 data fields.

HAs may generate report data for the projects within their jurisdiction. Field Offices may generate reports for the HAs and projects within their jurisdiction.

Ad Hoc Navigation
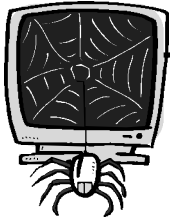
Step 1: Select Ad Hoc Selection from Main Menu

Step 2: Select a **Level of Information** (*mandatory*)

Level of Information

- State
- Field Office
- Metropolitan Area
- County
- City or Locality
- Housing Agency
- Project
- Congressional District

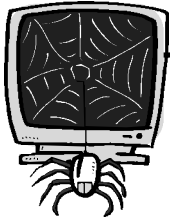Note: National level statistics are not available for Ad Hoc queries.

Ad Hoc Navigation

<u>Step 3</u>: Select one or more **Program** (*mandatory*)

> **Program Selection**
>
> • Public Housing
> • Indian Mutual Help
> • Indian Rental
> • S8 Certificates
> • S8 Vouchers
> • S8 Moderate Rehabilitation
> • All Offices of PIH Programs
> • Public and Indian Housing
> • Indian Housing
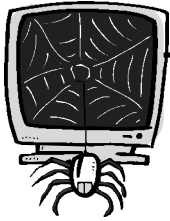> • S8 Vouchers and Certificates

Ad HocNavigation

<u>Step 4</u>: Select one or more **Type of Actions**
(*optional*)

Types of Actions

- New Admission
- Reexamination
- Interim Reexamination
- Portability Move-ins
- Portability Move-outs
- End of Participation
- Other Change of Unit
- All (Default)

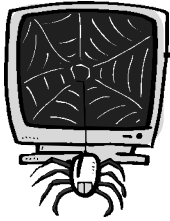<u>Tip</u>: Use optional fields to narrow the scope of the report.

Ad Hoc Navigation

<u>Step 5</u>: Enter **Effective Dates of Action** to begin and end your query (*optional*)

Effective Date of Action

From (MM/DD/YYYY) _____

To (MM/DD/YYYY)   _____

* Default to All

<u>Note:</u> You will receive all the records in the MTCS database that match the selection criteria if these fields are blank.
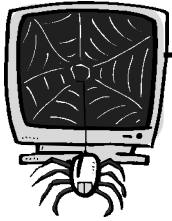
Ad Hoc Navigation

<u>Step 6</u>: Select one sorting requirement

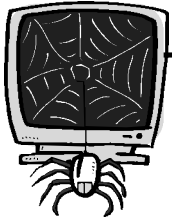### **<u>Sorting Requirement</u>**

• Social Security Number
• Head of Household Last Name
• Effective Date of Action
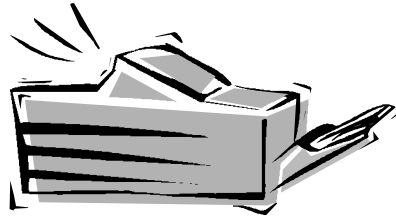
*Default to Head of Household's Last Name
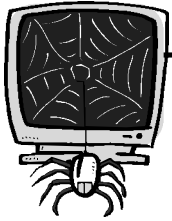
Ad Hoc Navigation

Step 7: Select from a subset of Form HUD-
50058 data fields

Print a Report

- Select **Print** from the Tool bar

- Select **OK**

Individual Access

- Social Security Number

- HA

- Last Name, First Name

Note: Best to retrieve by Social Security Number.

Questions?